



## TOWN OF HANOVER

550 HANOVER STREET, SUITE 29  
HANOVER, MASSACHUSETTS 02339  
781-826-5000 781-826-2261

*Troy B.G. Clarkson*  
*Town Manager*

### WORK AGREEMENT FOR ASSISTANT TOWN MANAGER/DIRECTOR OF COMMUNITY SERVICES

This Agreement will confirm your employment as ASSISTANT TOWN MANAGER/DIRECTOR OF COMMUNITY SERVICES, and expressly outline salary and fringe benefits to which you shall be entitled, ending June 30, 2020. You agree to give the Town 60 day notice should you choose to leave the employ of the Town prior to the end of this agreement.

Under this contract, as Assistant Town Manager/Director of Community Services, you shall also serve in the capacity of Director of Municipal Inspections. The salary for this position shall be \$116,908.79 for Fiscal Year beginning July 1, 2017. The salary for the following two years will be determined following the annual review by the Town Manager.

You shall also be entitled to the following fringe benefits:

1. You will be entitled to three weeks of annual paid vacation.
2. Paid Holidays as follows: New Year's Day, Martin Luther King Day, Washington's Birthday, Patriots' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Christmas Day. In the event any of these days falls on a Saturday, the previous Friday shall be observed as a holiday. If any of these days falls on a Sunday, the following Monday shall be observed as a holiday.
3. Bereavement leave of four (4) days in the event a death in your immediate family shall be given without loss of pay. For purposes of this paragraph, the term immediate family shall mean and include the following: Mother, Father, Mother/Father-in-law, Sister, Brother, Spouse, Child, Sister/Brother-in-law, and Grandparent. One (1) day of bereavement shall be granted for the death of an Aunt/Uncle or Grandparent/in-law.
4. You will earn sick leave at the rate of ten (10) days per year. All unused sick leave will accumulate from year to year up to a maximum of two hundred fifty (250) days.
5. The Town has purchased on your behalf, while you are an employee of the Town, a life insurance policy in the amount of \$5,000 subject to your filing the appropriate forms with the Treasurer's Office.
6. You shall be provided the opportunity to join the Town of Hanover's Group Insurance Plan, which provides for group life insurance, group hospitalization and surgical benefits, and extended benefits care for employees and retired employees and their eligible dependents, with the premium shared equally (50%-50% basis) between the employee and the Town. Admission to the membership in said plan, and entitlement to its benefits, shall be in accordance with the terms and conditions of the contract between the Town and the insurance carrier.

7. Time off totaling five (5) working days shall be available in recognition of night meetings and extra time put in outside the normal work day.
8. All other benefits, including pension benefits to which you may be entitled as a matter of law, shall be provided by the Town where particular statutes are applicable and so provided.
9. Professional Development. In lieu of sick leave buy back the Town agrees to pay up to a maximum of \$2,500 per year, for courses and course materials in pursuit of a Master's Degree in Public Administration upon successful completion of the course.
10. The Town will provide up to three (3) personal days per calendar year for absence due to non-work related injury, illness or other important personal business.
11. It is the Town's intention to annually review your employment with the Town so there can be no confusion concerning the benefits to which you are entitled and the review process will also assess goals, objectives, progress and problems of this position. You shall schedule this with the Town Manager at an appropriate time during the month of June.

TOWN MANAGER

  
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Troy B.G. Clarkson

ASSISTANT TOWN MANAGER/  
DIRECTOR OF COMMUNITY SERVICES

  
\_\_\_\_\_  
Anthony L. Marino

Date: 1/19/17

cc: Accountant  
Treasurer  
Personnel